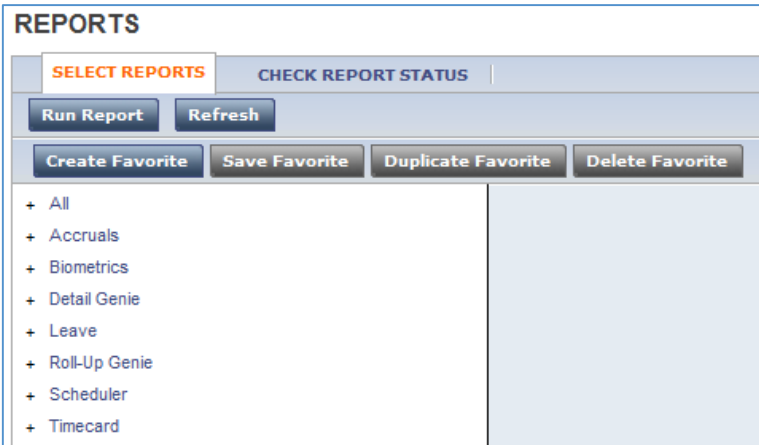
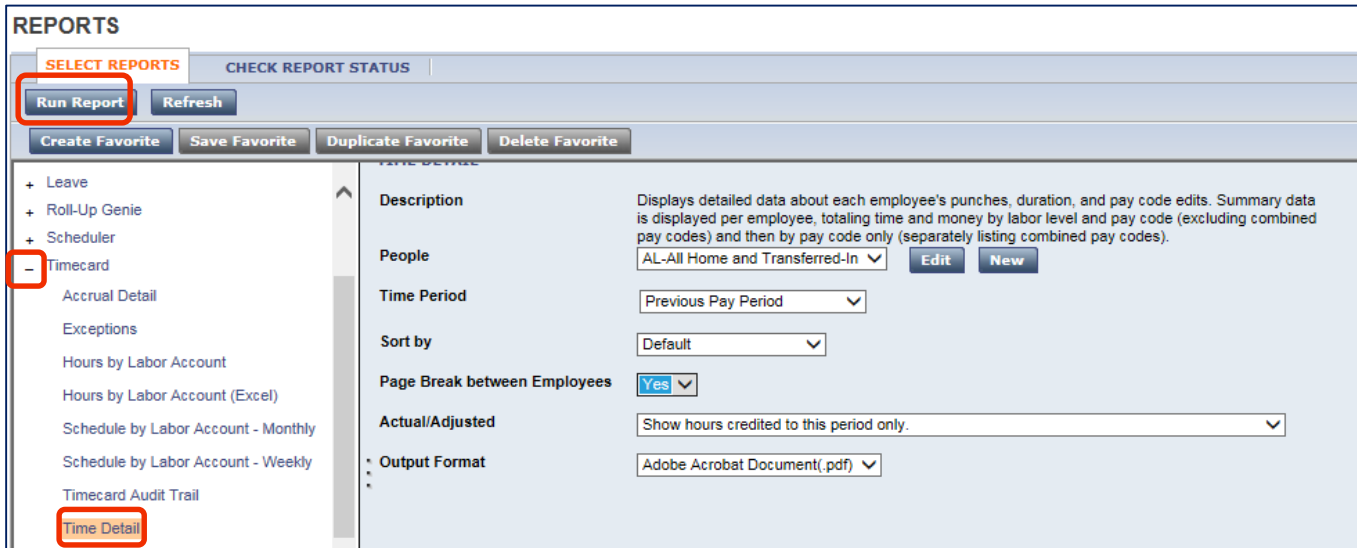


Reports for Managers

- 1 Select **Reports Manager** from the **Related Items** pane.



- 2 Click on the plus sign (+) to the left of the Report category to open the list of available reports.
- 3 Click on name of the report to select it. A description of the report displays, as well as drop downs for selecting the criteria for the report.
- 4 Once the criteria is set, select **Run Report**.



REPORTS

SELECT REPORTS | **CHECK REPORT STATUS**

Run Report | **Refresh**

Create Favorite | **Save Favorite** | **Duplicate Favorite** | **Delete Favorite**

- + All
- + Accruals
- + Biometrics
- + Detail Genie
- + Leave
- + Roll-Up Genie
- + Scheduler
- + Timecard

Time Detail

Description
Displays detailed data about each employee's punches, duration, and pay code edits. Summary data is displayed per employee, totaling time and money by labor level and pay code (excluding combined pay codes) and then by pay code only (separately listing combined pay codes).

People
AL-All Home and Transferred-In **Edit** **New**

Time Period
Previous Pay Period

Sort by
Default

Page Break between Employees
Yes

Actual/Adjusted
Show hours credited to this period only.

Output Format
Adobe Acrobat Document(.pdf)

The **Check Report Status** page displays with a status of "waiting".

- 5 Select the **Refresh Status** button after a few seconds.
- 6 Once status is "complete" select the **View Report** button.

REPORTS

SELECT REPORTS | **CHECK REPORT STATUS**

View Report | **Refresh Status** | **Delete**

Report Name	Format	Date In	Date Done	Status	Output	User
Time Detail	pdf	2/11/2014 2:31PM		Waiting	Screen	JohnA.Manager1



Report displays in the format below.

Time Detail

Time Period:

Current Pay Period

Query:

Ad Hoc

Actual/Adjusted:

Show hours credited to this period only.

Data Up to Date:

1/5/2016 2:42:53 PM

Executed on:

1/05/2016 2:42PM GMT-06:00

Printed for:

JohnA.Manager1

Insert Page Break After Each Employee:

No

Employee:	Exempt1, EdwardA	ID:	10101	Time Zone:	Central						
Status:	Active	Status Date:	1/1/2013	Pay Rule:	ESMARS-EXEMB-EXEMP-UNCLA 60A						
Primary Account		Start	End								
001/0000/100010/10001/10518/-/-		4/16/2015	Forever								
Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
Xfr/Move: Account		Comment		Xfr: Work Rule							
1/1/2016		8:00:00 AM		5:00:00 PM						8:00	8:00
1/4/2016		8:00:00 AM		5:00:00 PM						8:00	16:00
1/5/2016		8:00:00 AM		5:00:00 PM						8:00	24:00
1/6/2016		8:00:00 AM		5:00:00 PM						8:00	32:00
1/7/2016		8:00:00 AM		5:00:00 PM						8:00	40:00
1/8/2016		8:00:00 AM		5:00:00 PM						8:00	48:00
1/11/2016		8:00:00 AM		5:00:00 PM						8:00	56:00
1/12/2016		8:00:00 AM		5:00:00 PM						8:00	64:00
1/13/2016		8:00:00 AM		5:00:00 PM						8:00	72:00
1/14/2016		8:00:00 AM		5:00:00 PM						8:00	80:00
1/15/2016		8:00:00 AM		5:00:00 PM						8:00	88:00
Labor Account Summary				Pay Code				Hours		Money	Days
001/0000/100010/10001/10518/-/-				REGULAR				88:00			
Pay Code Summary				Pay Code				Hours		Money	Days
				REGULAR				88:00			
Totals:								88:00		\$0.00	0.00

Employee:	Manager1, JuniorA	ID:	10301	Time Zone:	Central						
Status:	Active	Status Date:	1/1/2013	Pay Rule:	SMARS COMP 60P						
Primary Account		Start	End								
001/0000/100010/10001/10586/-/-		4/16/2015	Forever								
Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
Xfr/Move: Account		Comment		Xfr: Work Rule							
1/1/2016		8:00:00 AM		12:00:00 PM						4:00	4:00
1/1/2016		1:00:00 PM		5:00:00 PM						4:00	8:00

View the Report by scrolling. The menu bar below will display when hovering the mouse near the bottom of the page. The **Page Up** and **Page Down** arrows may also be used to scroll through the report and the **plus** and **minus** buttons may be used to zoom in or out. Select the **Save** icon to save the report or the **Print** icon to send to your printer.

